

REPORTING REQUIREMENTS

NOTE: The regulations are identified by bold and italics.

The section number located at the top right corner of the first page of each regulation refers to the California Code of Regulations, Title 22, Division 7, Chapter 10, Article 8.

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**CONTACT PERSON, USER ACCOUNT ADMINISTRATOR, DESIGNATED AGENT, AND
FACILITY IDENTIFICATION NUMBER** **Section 97210**

(a) Each reporting facility shall designate a primary contact person and shall notify the Office's Patient Data Program in writing, by electronic mail, or through the Medical Information Reporting for California (MIRCal) system of the designated person's name, title, telephone number(s), mailing address, and electronic mail address. The designated person will be sent time-sensitive electronic mail regarding the facility's data submission, including reminder notices, acceptance and rejection notifications, and extension information.

DISCUSSION

The person in the hospital who is designated to be the primary contact person for discharge data is usually the Medical Record Director or Health Information Manager. Responsibilities of the discharge data primary contact person include:

- responding appropriately to law, regulations, and notices from OSHPD. The hospital must meet each deadline or request an extension, or incur a civil penalty of \$100 for every day the discharge data are late.
- responding appropriately to OSHPD's questions about errors in the discharge data by coordinating a new submission or correction of the data.
- assisting the hospital in meeting its reporting obligations by directing OSHPD's requests for corrections to the appropriate personnel in the hospital and coordinating the hospital's response to OSHPD.

(b) Each reporting facility shall notify the Office's Patient Data Program in writing, by electronic mail, or through the MIRCal system within 15 days after any change in the person designated as the primary contact person, or in the designated primary person's name, title, telephone number(s) mailing address or electronic mail address.

Change in designated primary contact person refers to a person who handles all correspondence with OSHPD on behalf of the hospital.

(c) Each reporting facility beginning or resuming operations, whether in a newly constructed facility or in an existing facility, shall notify the Office's Patient Data Program in writing, by electronic mail or through the MIRCal system within 30 days after its first day of operation of the designated primary contact person and the facility administrator.

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DISCUSSION

See Subsection (a) of Section 97210 for discussion of the primary contact person.

If the hospital elects to report its own discharge data generated by its in-house computer system, Patient Data Section (**PDS**) will provide the hospital with the standard format and specifications.

(d) Each reporting facility shall designate up to three User Account Administrators pursuant to Subsection (f) of Section 97246. Each reporting facility shall notify the Office's Patient Data Program in writing, by electronic mail or through the MIRCal system within 15 days after any change in a designated user account administrator's name, title, telephone number(s), mailing address, or electronic mail address.

DISCUSSION

It is the hospital's responsibility to update and maintain each User Account Administrator (UAA) profile within 15 days after any change.

UAA's who are no longer with the hospital or are no longer responsible for OSHPD data should be inactivated and the UAA role deselected immediately.

(e) Each reporting facility may submit its own data report to the Office's Patient Data Program, or it may designate an agent for this purpose. The reporting facility shall be responsible for ensuring compliance with regulations and reporting requirements when an agent is designated pursuant to Subsection (b) of Section 97246.

DISCUSSION

Any change in the designated agent that sends data to OSHPD needs to be conveyed to PDS.

The hospital is ultimately responsible for ensuring that its data is submitted and corrected by the due date even when an agent has been designated to submit data on the hospital's behalf.

(f) Each reporting facility shall be provided a facility identification number that shall be used to submit data to the Office.

DISCUSSION

Each hospital will be notified by OSHPD of its unique facility identification number to be used on each data record.

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REPORTING PERIODS AND DUE DATES

Section 97211

(a) The prescribed reporting periods are:

(1) Calendar semiannual for Hospital Discharge Abstract Data reports, which means that there are two reporting periods each year, consisting of discharges occurring January 1 through June 30 and discharges occurring July 1 through December 31.

(2) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(3) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(b) Where there has been a change in the licensee, the effective date of the change shall constitute the start of the reporting period for the new licensee. The end of the first reporting period for the new license shall be the end of the prescribed reporting period. The final day of the reporting period for the previous licensee shall be the last day their licensure was effective.

DISCUSSION

Example: If a hospital's licensee changes effective May 1, the first report for the new licensee will cover the period from May 1 through June 30 and will be due on September 30. The final report for the previous licensee will cover the period January 1 through April 30, and will be due September 30.

PREVIOUS LICENSEE		NEW LICENSEE	
REPORTING PERIOD	DUE DATE	REPORTING PERIOD	DUE DATE
January 1 through April 30	September 30	May 1 through June 30	September 30

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(c) Report due dates:

(1) For Hospital Discharge Abstract Data reports, for discharges occurring on or after January 1, 2003, and all subsequent report periods, the report due date shall be three months after the end of each reporting period; thus the due date for the January 1 through June 30 reports is September 30 of the same year and the due date for the July 1 through December 31 reports is March 31 of the following year.

DISCUSSION

Hospital Discharge Abstract Data Reports

REPORTING PERIOD	DUE DATE
January 1 through June 30	September 30 of the same year
July 1 through December 31	March 31 of the following year

DISCUSSION

If the due date falls on a Saturday, Sunday, or State of California holiday, facilities may submit data the next State of California business day without penalty. If not submitted by this time, penalty will accrue from the due date to the date submitted.

Example: If data are due on Saturday and your facility submits your data or an extension request on Monday, no penalties will apply. If you submit on Tuesday, penalties will be assessed based upon the due date. A penalty would be assessed for Sunday, Monday, and Tuesday.

- (2)** Not Applicable to Inpatient. See Appendix E for complete text of Regulations.
- (3)** Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

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(d) Data reports shall be filed, as defined by Subsection (f) of Section 97005, by the date the data report is due. Where a reporting facility has been granted an extension, pursuant to Section 97241, the ending date of the extension shall constitute the new due date for that data report.

DISCUSSION

- Subsection (j) of Section 97005 refers to items deemed “filed/submitted” with the Office and reads as follows:

(j) Disclosure reports, extension requests, appeal petitions, and other items are deemed to have been “filed” or “submitted” with the Office:

(1) as of the date they are postmarked by the United States Postal Service if properly addressed and postage prepaid;

(2) as of the date they are dated by a commercial carrier if properly addressed and delivery fee prepaid;

(3) when received by the Office via FAX machine or other electronic device;

(4) when received by the Office via hand delivery; or

(5) when otherwise received by the Office.

- Formal submissions made on or within seven (7) days of the report period’s due date will result in an automatic seven (7) day extension. Please note that a hospital must have available extension days in order to receive an extension. See Section 97241, Extensions of Time to File Reports for more details on the extension process.

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DEFINITIONS, AS USED IN THIS ARTICLE Section 97212

(a) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(b) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(c) Days. *Days, as used in this article, are defined as calendar days unless otherwise specified.*

(d) Designated Agent. *An entity designated by a reporting facility to submit that reporting facility's data records to the Office's Patient Data Program.*

(e) Discharge. *A discharge is defined as an inpatient who:*

(1) *is formally released from the care of the hospital and leaves the hospital, or*

(2) *is transferred within the hospital from one type of care to another type of care, as defined by Subsection (x) of Section 97212, or*

(3) *leaves the hospital against medical advice, without a physician's order or is a psychiatric patient who is discharged as away without leave (AWOL) or*

(4) *has died.*

DISCUSSION

For a discharge to take place, the patient must have been formally admitted as an inpatient.

Death: When an inpatient expires, the death constitutes a discharge.

Organ Donor:

Outpatient: If a person expires in the emergency room and an organ is to be donated, an inpatient discharge data record will not be reported to OSHPD. The procedures for harvesting the organs from an outpatient donor will not be reported to OSHPD.

Inpatient: If an inpatient dies, the date of death is the date of discharge. Even if the organs are donated, the deceased patient is not to be retained with inpatient status or readmitted with a principal diagnosis of V59.x (organ donor). The procedures for harvesting the organs will not be reported to OSHPD.

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Type of Care (TOC): If the patient is transferred within the hospital from one TOC to another as defined in Subsection (x) of Section 97212, the patient must be considered discharged from the first TOC and admitted to the other TOC. Separate discharge data records will be reported for each stay.

Transfers Between Types of Care Within the Same Hospital:

One Record: Any patient transferred within acute care (e.g., from one of the following acute bed designations to another), is not a discharge and is reported to OSHPD as one record.

The following are examples of acute care:

Traditional medical/surgical care	Perinatal care
Intensive care	Pediatric Care
Coronary care	Oncology
Neonatal intensive care unit (NICU)	Acute respiratory care
Intensive care newborn nursery (ICNN)	Burn centers

Example: Transfer to ICNN/NICU. A newborn experiences respiratory distress and is transferred from the newborn nursery to ICNN/NICU in the same hospital. Only one discharge record will be reported. Normal newborn care and ICNN/NICU care are part of the acute TOC.

Multiple Records: Any patient transferred within the same hospital from one TOC to another will be discharged from the first TOC and a discharge data record will be reported for each TOC.

Example of three discharge data records for the same patient: A patient is admitted to acute care and transferred to psychiatric care (one record), then transferred from psychiatric care to chemical dependency recovery care (one record), and then transferred from chemical dependency recovery care to acute care (one record).

Change of Ownership:

An inpatient should not be discharged and readmitted due to a licensee change.

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No Record:

Stillborn (Fetal Death): A discharge data record will not be reported to OSHPD.

Boarder Baby: Mother delivers baby; both mother and baby are discharged home. Mother develops complications and is readmitted. There is no other caretaker at home to care for baby. The baby goes back to hospital with the mother but is not admitted. The baby resides in the mother's room. The boarder baby's record will not be reported to OSHPD.

(f) DRG. Diagnosis Related Groups is a classification scheme with which to categorize inpatients according to clinical coherence and expected resource intensity, as indicated by their diagnoses, procedures, age, sex, and disposition, was established and is revised annually by the U.S. Department of Health and Human Services (DHHS) Centers for Medicare and Medicaid Services (CMS), formerly known as the U.S. Health Care Financing Administration.

(g) Do Not Resuscitate (DNR) Order. A DNR order is a directive from a physician in a patient's current inpatient medical record instructing that the patient is not to be resuscitated in the event of a cardiac or pulmonary arrest. In the event of a cardiac or pulmonary arrest, resuscitative measures include, but are not limited to, the following: cardiopulmonary resuscitation (CPR), intubation, defibrillation, cardioactive drugs, or assisted ventilation.

(h) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(i) Emergency Department (ED). Emergency Department means, in a hospital licensed to provide emergency medical services, the location in which those services are provided, as specified in Subsection (c) of Section 128700 of the Health and Safety Code. For the purposes of this chapter, this includes emergency departments providing standby, basic, or comprehensive services.

(j) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(k) Error means any record found to have an invalid entry or to contain incomplete data or to contain illogical data.

(l) Facility Identification Number. A unique six-digit number that is assigned to each facility and shall be used to identify the facility.

(m) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

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(n) Hospital Discharge Abstract Data Record: The Hospital Discharge Abstract Data Record consists of the set of data elements related to a discharge, as specified in Subsection (g) of Section 128735 of the Health and Safety Code and as defined by Sections 97216-97233 for Inpatients.

(o) ICD-9-CM. The International Classification of Diseases, 9th Revision, Clinical Modification, published by the U.S. Department of Health and Human Services. Coding guidelines and annual revisions to ICD-9-CM are made nationally by the "cooperating parties" (the American Hospital Association, the Centers for Medicare and Medicaid Services, the National Center for Health Statistics, and the American Health Information Management Association).

(p) Inpatient: An inpatient is defined as a baby born alive in this hospital or a person who was formally admitted to the hospital for observation, diagnosis, or treatment, with the expectation of remaining overnight or longer.

(q) Licensee. Licensee means an entity that has been issued a license to operate a facility as defined by Subsection (e) or (g) of Section 128700 of the Health and Safety Code.

(r) MIRCal. MIRCal means the OSHPD Medical Information Reporting for California system that is the online transmission system through which reports are submitted using an Internet web browser either by file transfer or data entry. It is a secure means of electronic transmission of data in an automated environment and allows facilities to edit and correct data held in a storage database until reports meet or exceed the Approval Criteria specified in Section 97247.

(s) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(t) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(u) Record. A record is defined as the set of data elements specified in Subsection (g) of Section 128735, Subsection (a) of Section 128736, or Subsection (a) of Section 128737 of the Health and Safety Code, for one discharge or for one encounter.

(v) Report. A report is defined as the collection of all Hospital Discharge Abstract Data Records, or all Emergency Care Data Records, or all Ambulatory Surgery Data Records required to be submitted by a reporting facility for one reporting period. A report contains only one type of record.

(w) Reporting Facility. Reporting facility means a hospital or a freestanding ambulatory surgery clinic required to submit data records, as specified in Subsection (g) of Section 128735, or Subsection (a) of Section 128736, or Subsection (a) of Section 128737 of the Health and Safety Code.

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(x) Type of Care. *Type of care in hospitals is defined as one of the following:*

DISCUSSION

Types of Care are documented on the official license issued to the hospital by Licensing and Certification of the California State Department of Health Services. The hospital's license shows the number of beds in each classification and the number of general acute care beds in each designation.

(1) Skilled nursing/intermediate care. *Skilled nursing/intermediate care means inpatient care that is provided to inpatients occupying beds appearing on a hospital's license in the classifications of skilled nursing or intermediate care, as defined by paragraphs (2), (3), or (4) of Subdivision (a) of Section 1250.1 of the Health and Safety Code. Skilled nursing/intermediate care also means inpatient care that is provided to inpatients occupying general acute care beds that are being used to provide skilled nursing/intermediate care to those inpatients in an approved swing bed program.*

(2) Physical rehabilitation care. *Physical rehabilitation care means inpatient care that is provided to inpatients occupying beds included on a hospital's license within the general acute care classification, as defined by paragraph (1) of Subdivision (a) of Section 1250.1 of the Health and Safety Code, and designated as rehabilitation center beds, as defined by Subsection (a) of Section 70034 and by Section 70595 of Title 22 of the California Code of Regulations.*

(3) Psychiatric care. *Psychiatric care means inpatient care that is provided to inpatients occupying beds appearing on a hospital's license in the classification of acute psychiatric beds, as defined by paragraph (5) of Subdivision (a) Section 1250.1 of the Health and Safety Code, and psychiatric health facility, as defined by Subdivision (a) of Section 1250.2 of the Health and Safety Code.*

(4) Chemical dependency recovery care. *Chemical dependency recovery care means inpatient care that is provided to inpatients occupying beds appearing on a hospital's license as chemical dependency recovery beds, as defined by paragraph (7) of Subdivision (a) of Section 1250.1 of the Health and Safety Code and Subdivisions (a), (c), or (d) of Section 1250.3 of the Health and Safety Code.*

DISCUSSION

This category includes chemical dependency recovery services provided as a supplemental service in existing general acute care beds and acute psychiatric beds in a general acute care hospital or in existing acute psychiatric beds in an acute psychiatric hospital or in existing beds in a freestanding facility (i.e., Subdivision (d) of Section 1250.3 of the Health and Safety Code).

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(5) *Acute care.* Acute care, as defined by paragraph (1) of Subdivision (a) of Section 1250.1 of the Health and Safety Code, means all other types of inpatient care provided to inpatients occupying all other types of licensed beds in a hospital, other than those defined by paragraphs (1), (2), (3) and (4) of Subsection (x) of this section.

DISCUSSION

The following are examples of acute care:

Acute respiratory care	Neonatal intensive care unit (NICU)
Burn centers	Oncology
Coronary care	Pediatric care
Intensive care	Perinatal care
Intensive care newborn nursery (ICNN)	Traditional medical/surgical care

(y) *User Account Administrator.* A healthcare facility representative responsible for maintaining the facility's MIRCal user accounts and user account contact information.

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REQUIRED REPORTING

Section 97213

(a) The required Data Records are:

(1) Hospital Discharge Abstract Data: Each hospital shall submit the a hospital discharge abstract data record, as specified in Subdivision (g) of Section 128735 of the Health and Safety Code, for each inpatient discharged during the semiannual reporting period, according to the format specified in Subsection (a) of Section 97215 and by the dates specified in Subsection (c) (1) of Section 97211.

(2) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(3) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(b) A hospital shall separately identify records of inpatients being discharged from the acute care type of care, as defined by paragraph (5) of Subsection (x) of Section 97212. The hospital shall identify these records by recording a “1” on each of these records as specified in the Format and Specifications for Online Transmission in Section 97215.

(c) A hospital shall separately identify records of inpatients being discharged from the skilled nursing/intermediate care type of care, as defined by paragraph (1) of Subsection (x) of Section 97212. The hospital shall identify these records by recording a “3” on each of these records as specified in the Format and Specifications for Online Transmission in Section 97215.

(d) A hospital shall separately identify records of inpatients being discharged from the psychiatric care type of care, as defined by paragraph (3) of Subsection (x) of Section 97212. The hospital shall identify these records by recording a “4” on each of these records as specified in the Format and Specifications for Online Transmission in Section 97215.

(e) A hospital shall separately identify records of inpatients being discharged from the chemical dependency recovery care type of care, as defined by paragraph (4) of Subsection (x) of Section 97212. The hospital shall identify these records by recording a “5” on each of these records as specified in the Format and Specifications for Online Transmission in Section 97215.

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(f) A hospital shall separately identify records of inpatients being discharged from the physical rehabilitation type of care, as defined by paragraph (2) of Subsection (x) of Section 97212. The hospital shall identify these records by recording a “6” on each of these records as specified in the Format and Specifications for Online Transmission in Section 97215.

DISCUSSION

Format for reporting this data element for on the Manual Abstract Reporting Form for discharges occurring on or after January 1, 1999:

1. TYPE OF CARE	
1 Acute	5 Chem Dep
3 SN/IC	6 Physical Rehab
4 Psychiatric	<input style="width: 50px; height: 30px;" type="text"/>

(g) Licenses operating and maintaining more than one physical plant on separate premises under a single consolidated license who choose to file separate data reports for each location must request, in writing, a modification to file separate data reports for each location. A licensee granted a modification under this paragraph shall be responsible for all regulatory requirements for each separate report. Separate extension requests, filed under the provisions of Section 97241, shall be required for each report, and penalties, assessed pursuant to Section 97250, shall be assessed on each delinquent report.

DISCUSSION

Separate Reports:

A consolidated hospital may elect to submit separate data reports for multiple sites using the existing separate Facility Identification Numbers. Prior to submitting modification must be granted.

Combined Report:

If consolidated facilities are submitting together on one report, all data records must have the same Facility Identification Number.

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FORMAT

Section 97215

- (a) Hospital Discharge Abstract Data reports for discharges occurring on or after January 1, 2005, shall comply with the Office's Format and File Specifications for MIRCal Online Transmission Patient Discharge Data, dated April 2004, and hereby incorporated by reference.***
- (b)*** Not Applicable to Inpatient. See Appendix E for complete text of Regulations.
- (c)*** Not Applicable to Inpatient. See Appendix E for complete text of Regulations.
- (d) The Office's Format and File Specifications for MIRCal Online Transmission as named in (a), (b), and (c) are available for download from the MIRCal website. The Office will make a hardcopy of either set of Format and File Specifications for MIRCal Online Transmission available to a reporting facility or designated agent upon request.***

DISCUSSION

Format and File Specifications for MIRCal Online Transmission Patient Discharge Data, dated April 2004 can be found in Appendix C.

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METHOD OF SUBMISSION

Section 97244

(a) Reporting facilities shall use the MIRCal system for submitting reports. Data shall be reported utilizing a Microsoft Internet Explorer web browser that supports a secure Internet connection utilizing the Secure Hypertext Transfer Protocol (HTTPS or https) and 128-bit cypher strength Secure Socket Layer (SSL) through either:

- (1) Online transmission of data reports as electronic data files, or***
- (2) Online entry of individual records.***

DISCUSSION

There are two options to submit data:

- Option **(1)** allows hospitals to submit data reports as electronic data files by attaching a text (.txt) file. Other file formats, such as .xls, are not accepted. If the data file is over 3MB in size, it must be compressed or “zipped” prior to submitting.
- Option **(2)** allows hospitals to enter individual records directly into MIRCal by using the online Record Entry Form. The option is not recommended for facilities with a large number of records, as it may be time-consuming.

For online record entry, see the Hospital Discharge Abstract Data Record Manual Abstract Reporting Form, (OSHPD 1370.IP) in Appendix F. This is also available for download from OSHPD’s MIRCal website.

There is no limit to the number of submissions (Test or Formal) by a facility.

Important: Subsequent file submissions will overwrite previously submitted data regardless of how the original data was submitted.

(b) For Hospital Discharge Abstract Data reports: If an approved exemption is on file with the Office, pursuant to Health and Safety Code Section 128755, a hospital may report discharges on or after January 1, 2003 by diskette, compact disk or Hospital Discharge Abstract Data Record Manual Abstract Reporting Form, provided the hospital complies with the Office’s Format and File Specifications for MIRCal Online Transmission Patient Discharge Data as revised in April 2004. The version of the Manual Abstract Reporting Form (OSHPD 1370.IP) to be used is as revised on 03/17/2004. Copies of Form 1370.IP shall be made by the hospital to submit its discharge data and each additional copy shall be made on one sheet, front (Page 1 of 2) and back (Page 2 of 2).

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(c) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

(d) Not Applicable to Inpatient. See Appendix E for complete text of Regulations.

DISCUSSION

Corrections for all data types:

Facilities have two options to make corrections to their data records:

- 1) Correcting the data in-house. Facilities may choose to make corrections to the data that resides within their own system and submit a new file. The new file with the corrections will override the previously submitted data in MIRCal.
- 2) Online corrections in MIRCal. You may go directly to any edit program's "Listing of Records for Correction" from the "Make Corrections" option in MIRCal. From there, you have the option to make the necessary changes to individual records.

Important: If you choose to make changes online in MIRCal, do not submit a new file. The new file will overwrite the previously submitted data and any corrections made online. In order to save any online changes, be sure to choose "Submit Corrections."

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ONLINE TEST OPTION

Section 97245

Reports may be tested before formal submission to the Office using the online test option. Online testing of reports through the MIRCal online test option before formal transmission is the recommended means of ensuring compliant data that meets the standards established by the Office before the due date. Reports tested through the online test option will be subject to the same processing and will generate the same reports as data that is formally submitted. Reports may be tested through the test option as many times as needed to assure that the reports meet the standards established by the Office in Section 97247.

DISCUSSION

A hospital can test the data file structure through MIRCal's test option as soon as a report period is open.

The test option will process the data through the edit programs and generate summary and details reports.

Once a report period has opened, PDS recommends that hospitals submit their data using the test option. By submitting early on in the report period hospitals should experience sufficient time to review the data and make corrections if necessary.

When the data is below the established Error Tolerance Level (ETL), as described in Section 97248, the submission status screen will inform you that the data is "Below the ETL - Submit as Formal by Due Date Error Reports are Ready". You may choose to submit as formal or correct any remaining edit flags.

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DATA TRANSMITTAL REQUIREMENTS

Section 97246

(a) Reporting facilities submitting their own data online must use the MIRCAl Online Data Transmittal by Facility method to file or submit each report. The following information must be included: the facility name, the unique identification number specified in Section 97210, the beginning and ending dates of the report period, the number of records in the report and the following statement of certification:

I certify under penalty of perjury that I am an official of this facility and am duly authorized to submit these data; and that, to the extent of my knowledge and information, the accompanying records are true and correct, and that the applicable definitions of the data elements as set forth in Article 8 (Patient Data Reporting Requirements) of Chapter 10 (Health Facility Data) of Division 7 of Title 22 of the California Code of Regulations, have been followed by this facility.

(b) Reporting facilities that choose to designate an agent to submit their records must submit a hardcopy Agent Designation Form (OSHPD 1370.3, Revised: 06/09/2005), hereby incorporated by reference, to the Office's Data Program. Receipt of a subsequent hardcopy Agent Designation Form supercedes the previous designation. Each reporting facility shall notify the Office's Patient Data Program within 15 days after any change in designated agent.

DISCUSSION

Please see Appendix F to view the Agent Designation Form.

(c) An agent who has been designated by a reporting facility to submit that facility's data online must use the MIRCAl Online Data Transmittal by Agent method to file or submit reports. The following information must be included: the facility name, the facility identification number specified in Section 97210, the beginning and ending dates of the report period, and the number of records in the report.

(d) Reporting facilities with an approved exemption to submit records using either Hospital Discharge Abstract Data Record Manual Abstract Reporting Forms (OSHPD 1370.IP, Revised: 03/17/2004), or Emergency Care Data Record Manual Abstract Reporting Forms (OSHPD 1370.ED dated 01/01/2006), or Ambulatory Surgery Data Record Manual Abstract Reporting Forms (OSHPD 1370.AS dated 01/01/2006), diskette, or compact disk, must submit a hardcopy Individual Facility Transmittal Form (OSHPD 1370.1, Revised: 06/09/2005), hereby incorporated by reference. The Individual Facility Transmittal Form shall accompany the report.

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DISCUSSION

Please see Appendix F to view the Hospital Discharge Abstract Data Record Manual Abstract Reporting Form and the Individual Facility Transmittal Form.

(e) Agents who have been designated by a reporting facility to submit a facility's report in accordance with an approved exemption as described in (d) above must submit a hardcopy Designated Agent Transmittal Form (OSHPD 1370.2, Revised: 06/09/2005), hereby incorporated by reference. The Designated Agent Transmittal Form shall accompany the facility's report.

DISCUSSION

Facilities have the option of designating an agent to submit data on their behalf. Access to the MIRCal system is tightly controlled. Therefore, reporting facilities must advise OSHPD of their use of a Designated Agent prior to data being submitted for each report period. Each reporting facility can have one Designated Agent.

Designated Agents will only have access to submit data and re-submit data. Designated Agents can correct errors on the file in your in-house system, but will not have access to make corrections through MIRCal. (Only the reporting facility will be allowed to correct the data.) Please see Appendix F to view the Agent's Transmittal Form.

(f) A facility's administrator may designate no more than 3 Facility User Account Administrators. For each Facility User Account Administrator there must be an original signed Facility User Account Administrator Agreement Form (OSHPD 2002.1, Revised: 03/17/2004, and hereby incorporated by reference), submitted to the Office.

DISCUSSION

User Account Administrators (UAAs) are the facility staff responsible for maintaining their facility's MIRCal user accounts and contact information. UAAs have access to: add users (10 users per facility), delete (inactivate) users, unlock user accounts, reset passwords, change role assignments, and update contact information.

OSHPD strongly recommends the assignment of more than one UAA in order to provide adequate coverage when one of the UAAs is out, such as on vacation, sick leave, at an off-site meeting, or transfers or retires from the facility.

Facility Users will have access to: Access Detail Reports, Access Summary Reports, Correct Data Reports, and Submit Data Reports. The facility's UAA or a MIRCal analyst must do changes to other user accounts.

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Please see Appendix F to view the Facility User Account Administrator Agreement Form.

(g) A signed Designated Agent User Agreement Form (OSHPD 2002.2, Revised: 01/05/2006), hereby incorporated by reference, must be submitted to the Office by an agent who has been designated to submit data online.

Please see Appendix F to view the Designated Agent User Agreement Form.

(h) Reporting facilities and designated agents may obtain copies of the forms from the OSHPD web site at www.oshpd.ca.gov or by contacting the Office's Patient Data Program at (916) 324-6147.

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FAILURE TO FILE A DATA REPORT

Section 97250

Any health facility which does not file any report completed as required by this article is liable for a civil penalty of one hundred dollars (\$100) a day to be assessed and recovered in a civil action brought in the name of the people of the State of California by the Office for each day that the filing of the report is delayed, considering all approved extensions of the due date as provided in Section 97241. Assessed penalties may be appealed pursuant to Section 97052. Within fifteen days after the date the reports are due, the Office shall notify the health facility of reports not yet received, the amount of the liability, and potential future liability for failure to file reports when due. Sixty days after an original report due date as specified in Section 97211 (c), the MIRCal system will close for that report period. No report for the period will be accepted after the MIRCal system closure. No additional penalties will accrue for outstanding reports after the MIRCal system closure for a report period.

DISCUSSION

Facilities must submit their data as formal and be approved on or by the report period's due date in order to be considered a timely submission. Formal submission on the following day is not considered timely and will be subject to penalty.

It is recommended that you utilize the Test option early within a report period in order to get your data below the Error Tolerance Level (ETL) and meet the due date.

Please see Appendix B for information on Penalties and Appeals.